

Title:	50 Years Service Award - PILOT	
Purpose:	To honor public officers or employees who have completed 50 years of creditable government service.	
Issued by:	Employment and Personnel Services	Date:
References:	Hawaii Revised Statutes 78-29, CS Circulars 1305 (7-17-81), 1435 (7-26-84), 1458 (12-13-84) and 39-85 (11-25-85)	

I. POLICY

A. 50 Years Service Award

The City and County of Honolulu recognizes employees who have achieved 50 years of service. The last five years of such period shall have been with the City. The "last five years" requirement shall be waived if at least half of the creditable government service has been City employment. The award shall be an item designated by the Director of Human Resources at a cost not to exceed \$100, a \$100 U.S. Savings Bond and the Mayor's Certificate of Recognition.

II. DEFINITION

"Creditable government service" shall include:

- A. Service with the City, the counties of Hawaii, Kauai, Maui, the Judiciary, Hawaii Health Systems Corporation and the State of Hawaii (State). Service as a full-time temporary officer or employee shall also be counted.
- B. Service with the Federal government provided that:
 - 1. the officer or employee was on official leave from the City or from the State or any of its political subdivisions (loan, exchange, etc.), or
 - 2. the Federal service rendered is considered applicable toward retirement credits in the State of Hawaii Employees' Retirement System.
- C. Military service, if an officer or employee is called to active military service while employed by the City, or by any employer in II. A. and returned to such employment after the completion of military service. Any service period gained through voluntary extension of military service or re-enlistment at the termination of initial active duty period shall not be creditable.
- D. Part-time employment on a permanent basis shall be creditable in terms of its full-time equivalent of eight hours per day or 40 hours per week.

III. RESPONSIBILITIES

A. Departments and Agencies

1. Complete one set of forms, *Application For Service and Retirement Awards* (DHR-EPS-50, revised), for each officer or employee who is eligible for the award.
2. Verify employment period(s), approve and distribute application, and if the Director of Human Resources has identified a specific gift item, the department shall transfer funds to the Department of Human Resources for the expense.
3. Identify leave periods as creditable or non-creditable.
 - a) Absences without pay or by suspensions shall not be considered creditable service.
 - b) Authorized leave without pay:
 - i) to pursue a course of instruction,
 - ii) to engage in research,
 - iii) to render services at the State Legislature,
 - iv) to be on sabbatical leave, or
 - v) to recuperate from a compensable workers' compensation injury covered by the City.
4. Arrange for the department head to participate in the awards ceremony when an employee of the department is being recognized.
5. Arrange for each eligible officer or employee to participate in the awards ceremony.

B. Department of Human Resources (DHR)

1. Arrange for the preparation of the Mayor's Certificate of Service Recognition.
2. Coordinate the awards ceremony.

APPLICATION FOR SERVICE AND RETIREMENT AWARDS

Employee (First, MI, Last) Employee Number Job Title	Department Division Bargaining Unit
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SERVICE AWARD <input type="checkbox"/> Completed 25 years of service. <input type="checkbox"/> Completed 35 years of service. <input type="checkbox"/> Completed 45 years of service. <input type="checkbox"/> Completed 50 years of service. <input type="checkbox"/> Service Award Bond <input type="checkbox"/> Will attend ceremony	RETIREMENT AWARD <input type="checkbox"/> Retired with 15 or more years of service. <input type="checkbox"/> Retirement Award Bond <input type="checkbox"/> Koa Clock Ordered <input type="checkbox"/> Koa Box Ordered <input type="checkbox"/> Retired with at least 5 but fewer than 15 years of service. MAYOR'S RETIREMENT CEREMONY <input type="checkbox"/> Will attend <input type="checkbox"/> Will not attend
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EMPLOYED BY: Department/Division	EMPLOYMENT DATES From To	Subtract time not covered under policy *	TOTAL Years Months Days
CITY AND COUNTY OF HONOLULU			
STATE OR OTHER COUNTY SERVICE			
CREDITABLE MILITARY SERVICE		_____	

Comments:	TOTAL YEARS OF VERIFIED SERVICE		

APPROVED:

Department Head

Date

INSTRUCTIONS:

1. Employee's departmental personnel will complete form for qualifying employee. **Please NOTE:** The last five years of service shall have been with the City & County of Honolulu. Refer to Personnel Manual Reference Number IX-2.
** Descriptions (whether derogatory or not) of the time, other than days, months, or years should not be included on this form.*
2. Department will verify employment dates and distribute approved application as follows:
 - a. Original – retain in departmental files
 - b. Copies to:
 - Department of Human Resources, Employment and Personnel Services Division
 - Budget and Fiscal Services Department, Payroll Section
 - Budget and Fiscal Services Department, Pre-Audit Section – attach to claims voucher
 - Employee
3. **PLEASE VOUCHER THIS AWARD AMOUNT(S) IMMEDIATELY TO FACILITATE F.I.C.A. AND FEDERAL TAX DEDUCTIONS FOR THIS CURRENT CALENDAR YEAR.**
 - Please note on voucher, the name of bank where bond will be purchased and name of employee.
 - The Budget and Fiscal Services Department will forward the check(s) to the department. The department should obtain information required on bond application from the employee and purchase the bond from the bank.